

POSITION QUALIFICATIONS

For purposes of these position descriptions, two years of relevant experience may be substituted in lieu of one year of education.

For positions where a Bachelor's degree is required, a Master's degree can substitute for five years of the required experience.

A degree must be from an accredited college or university.

Since work under this contract will require access to Department of Energy Restricted Data and Top Secret National Security Information, all key and non-key personnel proposed, including subcontractors and consultants, must demonstrate that each meets the security requirements set forth in the provisions of this contract.

FAILURE TO SUBMIT LETTERS OF COMMITMENT OR ATTACHMENT 7, SECURITY CLEARANCE MATRIX, MAY RESULT IN THE OFFEROR'S PROPOSAL BEING ELIMINATED FROM FURTHER CONSIDERATION FOR AWARD FOR FAILURE TO SUBMIT A RESPONSIVE, COMPLETE AND ACCEPTABLE PROPOSAL.

Security Requirements for Key Personnel are as follows:

- (a) have a current Department of Energy "Q," Top Secret or equivalent clearance at the time of proposal submission; or
- (b) have held a Department of Energy "Q," Top Secret or equivalent clearance which was terminated without prejudice within six (6) months prior to the closing date as identified on the cover sheet of this solicitation; or
- (c) have been granted a clearance by another agency based on a favorable Single Scope Background Investigation (SSBI) completed within five (5) years prior to the closing date identified on the cover sheet of this solicitation and conducted by an agency or contractor to an agency of the U.S. Government acceptable to Department of Energy and authorized to conduct personnel security investigations; or
- (d) Have received favorable adjudicated results from a completed Single Scope Background Investigation within ten (10) years with at least an SSBI Periodic Reinvestigation within five (5) years (reference DOE Order 472.1b, Personnel Security Activities, dated March 24, 1997, and DOE Manual 472.1-1, Personnel Security Manual dated May 22, 1998).

All non-key personnel must have a "Q" clearance prior to commencing any work under this contract.

Qualifications for Key and Non-Key Positions

The following prescribes position qualification requirements (education and experience), for key contractor management personnel in support of this contract. In cases where a proposed individual is deficient in some way in the qualifications but has compensating factors, the offeror must identify the deficiency and demonstrate the compensating factors.

KEY PERSONNEL

Project Manager

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, public or business administration, or security management.

Experience: Applicant must have at least 15 years of relevant commercial or government experience, including at least 10 years of relevant security-related experience, and at least 5 years of experience in managing a project of similar size, scope and complexity and directing a mid-to-large sized organization with a diverse mix of technical, management, and administrative functions; dealing directly with senior Government officials. Applicant must demonstrate detailed knowledge in safeguards and security and a broad working knowledge of cyber security programs and emergency management programs. Applicant must demonstrate experience and knowledge of project management techniques including management principles ranging from conceptualizing, planning, design, project development, and understanding of cost, scheduling and control measures. Applicant must also have experience managing subcontractors and consultants. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must have demonstrated ability to ensure reports and deliverables meet expectations and to interface with senior Department of Energy and contractor managers.

Other Requirements: The position requires an individual with demonstrated evidence of use of excellent oral and written communications skills, conflict resolution commitment to Equal Employment Opportunity (EEO) and Affirmative Action principles, as well as proven ability to meet deadlines and perform under pressure in an uncertain environment.

Senior Safeguards and Security Evaluations Manager

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, public or business administration, or security management.

Experience: Applicant must have at least 15 years of relevant commercial or government experience, including at least 10 years of relevant security-related experience. Applicant must demonstrate detailed knowledge in safeguards and security, including physical security, protective force operations, personnel security, and information security. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate experience and knowledge of task management techniques including scheduling, team selection, tasking, establishing milestones, reviewing products, and process improvements. Applicant must have demonstrated ability to ensure reports and deliverables meet expectations and to interface with Department of Energy and contractor managers.

Other Requirements: The position requires an individual with demonstrated evidence of use of excellent oral and written communications skills, conflict resolution, commitment to Equal Employment Opportunity (EEO) and Affirmative Action principles, as well as proven ability to meet deadlines and perform under pressure in an uncertain environment.

Senior Safeguards and Security Management Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, public or business administration, or security management.

Experience: Applicant must have at least 15 years of relevant commercial or government experience, including at least 10 years of relevant security-related experience. Applicant must demonstrate a broad working knowledge of safeguards and security, cyber security, and emergency management. Applicant must demonstrate knowledge of quality management techniques and principles, and the ability to apply quality management processes to ensure the quality of final reports and establish process improvements. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must have excellent writing skills and a demonstrated ability to translate complex subjects into reports that are understandable for the non-technical audience.

Other Requirements: The position requires an individual with demonstrated evidence of use of excellent oral and written communications skills, conflict resolution, commitment to Equal Employment Opportunity (EEO) and Affirmative Action principles, as well as proven ability to meet deadlines and perform under pressure in an uncertain environment.

Senior Physical Protection Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, business administration, or security management.

Experience: In addition to any experience used to earn credit for Education above, at least 15 years of relevant commercial or government experience, including at least 10 years of relevant security-related experience. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate detailed knowledge in physical protection aspects of safeguards and security including vulnerability assessment techniques, site safeguards and security plans, physical security, protective force operations, and interfaces between physical protection and material control and accountability and personnel security. The applicant must demonstrate the ability to evaluate the application of a wide range of security requirements, plans, systems, and procedures sufficient to evaluate compliance with regulations and standards and the overall effectiveness of a program. The applicant must possess knowledge of techniques to protect special nuclear materials, or classified documents and information, against diversion, theft, sabotage and espionage. Applicant must have excellent writing skills and a demonstrated ability to develop reports and presentations (verbal and written) that are understandable to a management audience.

Other Requirements: A demonstrated ability to meet deadlines and perform under pressure in an uncertain environment.

Senior Nuclear Material Control and Accountability Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, accounting, physics, statistics, mathematics, business administration, or security management.

Experience: Applicant must have at least 15 years of relevant commercial or government experience, including at least 10 years of relevant experience related to material control and accountability for special nuclear materials. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate detailed knowledge in material control and accountability, including basic requirements, nuclear material measurements, measurements equipment and standards, accounting, statistics, material control and accountability policies and guides, material controls, inventories, and the interactions between material control and accountability and other elements of a comprehensive protection program (e.g., physical security and protective force operations). The applicant must demonstrate the ability to evaluate the application of a wide range of material control and accountability requirements, plans, systems, and procedures sufficient to evaluate compliance with regulations and standards and the overall effectiveness of a program. The applicant must possess knowledge of techniques to protect special nuclear materials against diversion, theft, and sabotage. The applicant must demonstrate working familiarity with Department of Energy non-proliferation efforts, International Atomic Energy Agency requirements, Nuclear Regulatory Commission requirements, and Department of Energy international technology exchange programs. Applicant must have a demonstrated ability to develop reports and presentations (verbal and written).

Other Requirements: A demonstrated ability to meet deadlines and perform under pressure in an uncertain environment.

Senior Cyber Security Evaluations Manager

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, business administration, security management, computer science, or information management.

Experience: Applicant must have at least 15 years of relevant commercial or government experience, including at least 10 years of relevant cyber security related experience. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate detailed knowledge in cyber security management programs, including classified and unclassified computer systems, and broad working knowledge of state-of-the-art computer security applications and current and emerging information technologies as they apply to the protection of classified information. The applicant must be knowledgeable about computer networks, penetration techniques, viruses, classified computer systems, Federal computer security requirements and techniques, national standards, and comparable industrial/commercial applications. Applicant must demonstrate experience and knowledge of task management techniques including scheduling, team selection, tasking, establishing milestones, reviewing products, and process improvements. Applicant must have demonstrated ability to ensure reports and deliverables meet expectations and to interface with Department of Energy and contractor managers.

Other Requirements: The position requires an individual with demonstrated evidence of use of excellent oral and written communications skills, conflict resolution, commitment to Equal Employment Opportunity (EEO) and Affirmative Action principles, as well as proven ability to meet deadlines and perform under pressure in an uncertain environment.

Senior Protection Program Management Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, business administration, or security management.

Experience: Applicant must have at least 15 years of relevant commercial or government experience, including at least 10 years of relevant security-related experience. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate detailed knowledge in safeguards and security, including protection program management, vulnerability assessment techniques, site safeguards and security plans, security surveys, self-assessment programs, and the interactions among various elements of a comprehensive protection program (e.g., physical security, protective force operations, material control and accountability, and personnel security). The applicant must demonstrate the ability to evaluate the application of a wide range of security requirements, plans, systems, and procedures sufficient to evaluate compliance with regulations

and standards and the overall effectiveness of a program. The applicant must possess knowledge of techniques to protect special nuclear materials, or classified documents and information, against diversion, theft, sabotage and espionage. Applicant must have excellent writing skills and a demonstrated ability to develop reports and presentations (verbal and written) that are understandable to a management audience.

Other Requirements: A demonstrated ability to meet deadlines and perform under pressure in an uncertain environment.

Senior Emergency Management Evaluations Manager

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, business administration, public health, or public policy.

Experience: Applicant must have at least 15 years of relevant commercial or government experience, including at least 10 years of relevant experience in emergency operations and/or security operations. Applicant must demonstrate detailed knowledge in emergency management systems, including emergency operations centers, emergency planning, emergency preparation, emergency response, and interfaces between emergency management and security operations and response. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate experience and knowledge of task management techniques including scheduling, team selection, tasking, establishing milestones, reviewing products, and process improvements. Applicant must have demonstrated ability to ensure reports and deliverables meet expectations and to interface with Department of Energy and contractor managers.

Other Requirements: The position requires an individual with demonstrated evidence of use of excellent oral and written communications skills, conflict resolution, commitment to Equal Employment Opportunity (EEO) and Affirmative Action principles, as well as proven ability to meet deadlines and perform under pressure in an uncertain environment.

Senior Security Systems Performance Test Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, business administration, or security management.

Experience: Applicant must have at least 15 years of relevant commercial or government experience, including at least 10 years of relevant security-related experience. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate detailed knowledge in physical protection aspects of safeguards and security, including vulnerability assessment techniques, site safeguards

and security plans, physical security, protective force operations, and interfaces between physical protection and material control and accountability and personnel security. The applicant must possess knowledge of techniques to protect special nuclear materials, or classified documents and information, against diversion, theft, sabotage and espionage. The applicant must have a demonstrated ability to design, develop, conduct, and evaluate limited-scope and system performance tests of the effectiveness of safeguards and security program elements, including force-on-force exercises. Applicant must have excellent writing skills and a demonstrated ability to develop reports and presentations (verbal and written) that are understandable to a management audience.

Other Requirements: A demonstrated ability to meet deadlines and perform under pressure in an uncertain environment.

Senior Safeguards and Security Systems Analyst

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, public or business administration, or security management.

Experience: Applicant must have at least 15 years of relevant commercial or government experience, including at least 10 years of relevant security-related experience. Applicant must demonstrate a broad working knowledge of safeguards and security, cyber security, and emergency management. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must excellent organizational and communications skills, including a demonstrated ability to rapidly respond to requests for information and prepare briefing materials as well as familiarity with computer software used to develop briefings and presentations.

Other Requirements: A demonstrated ability to meet deadlines and perform under pressure in an uncertain environment.

NON-KEY PERSONNEL

Cyber Security Specialists

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, business administration, security management, computer science, or information management.

Experience: Applicant must have at least 10 years of relevant cyber security related experience. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate detailed knowledge in cyber security management programs, including classified and unclassified computer systems, and broad working knowledge of state-of-the-art computer security applications and current and

emerging information technologies as they apply to the protection of classified information. The applicant must be knowledgeable about computer networks, penetration techniques, viruses, classified computer systems, Federal computer security requirements and techniques, national standards, and comparable industrial/commercial applications. Applicant must have familiarity with a broad range of tools and techniques for network scanning, automated penetration testing, data encryption, and virus detection. Applicant must have a demonstrated ability to develop reports and presentations (verbal and written).

Senior Cyber Security Penetration Testing Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, business administration, security management, computer science, or information management.

Experience: Applicant must have at least 10 years of relevant experience in the government or commercial computer industry, at least five of which are directly involved in network security and penetration testing. Applicant must demonstrate detailed knowledge in cyber security testing, including network monitoring, scanning techniques, firewalls, viruses and virus prevention techniques, security patches, and hacker techniques. Applicant must have demonstrated ability to detect and design measures to prevent exploitable vulnerability (including human factor vulnerabilities). Applicant must have familiarity with a broad range of tools and techniques for network scanning, automated penetration testing, data encryption, and virus detection. Applicant must have a demonstrated ability to develop reports and presentations (verbal and written).

Material Control and Accountability Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, accounting, chemistry, physics, statistics, mathematics, business administration, or security management.

Experience: Applicant must have at least 10 years of relevant commercial or government experience, including at least 6 years of relevant experience related to material control and accountability for special nuclear materials. Applicant must have knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate detailed knowledge in material control and accountability, including basic requirements, nuclear material measurements, measurements equipment and standards, accounting, statistics, material control and accountability policies and guides, material controls, inventories, and the interactions between material control and accountability and other elements of a comprehensive protection program (e.g., physical security and protective force operations). The applicant must demonstrate the ability to evaluate the application of a wide range of material control and accountability requirements, plans, systems, and procedures sufficient to evaluate compliance with regulations

and standards and the overall effectiveness of a program. The applicant must possess knowledge of techniques to protect special nuclear materials against diversion, theft, and sabotage. Applicant must have a demonstrated ability to develop reports and presentations (verbal and written).

Protective Forces Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as law enforcement, business administration, or security management.

Experience: Applicant must have at least 10 years of relevant commercial or government experience, including at least 6 years of relevant security-related experience. Applicant must have knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate detailed knowledge in protective force operations, including tactics, training, response plans, supervision, equipment, and weapons. Applicant must have experience in the application of security principles for the protection of critical national assets, including the protection of special nuclear materials and weapons. Applicant must have experience in planning and executing performance tests, including force-on-force exercises and simulated exercises. Applicant must have demonstrated ability to evaluate the application of a wide range of security requirements, plans, and procedures sufficient to evaluate complex protection strategies, and applicability of policy. These applicants may include individuals with police or military experience in training and administering protective forces to analyze protective force capabilities; leaders of protective forces with demonstrated ability to plan and conduct and managing exercises for response forces; and experts in crisis management with demonstrated ability to plan and conduct exercises designed to evaluate the effectiveness of security command posts and emergency management organizations. Applicant must have a demonstrated ability to develop reports and presentations (verbal and written).

Personnel Security Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as law enforcement, human resources, business administration, or security management.

Experience: Applicant must have at least 10 years of relevant commercial or government experience, including at least 6 years of relevant experience related to personnel security. Applicant must have knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate detailed knowledge in personnel security, including the personnel clearance program, investigations, adjudication processes, human reliability programs, training, security awareness, security education and briefings, foreign visits and assignments, and the interfaces between personnel security and other elements of a comprehensive protection program (e.g., physical security and protective force operations). The applicant must demonstrate the ability to evaluate the application of a wide

range of personnel security requirements, plans, systems, and procedures sufficient to evaluate compliance with regulations and standards and the overall effectiveness of a program. Applicant must have a demonstrated ability to develop reports and presentations (verbal and written).

Physical Security Systems Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, business administration, or security management.

Experience: Applicant must have at least 10 years of relevant commercial or government experience, including at least 6 years of relevant experience involving physical security systems. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate detailed knowledge in design and implementation of physical security systems including access controls, intrusion detection and assessment systems, barriers, communications equipment, and delay devices. The applicant must be knowledgeable of site safeguards and security plans, testing and maintenance programs, and the interfaces between physical security and other related topics such as protective force operations and material control and accountability. The applicant must demonstrate the ability to evaluate the application of a wide range of physical security system requirements, plans, systems, and procedures sufficient to evaluate compliance with regulations and standards and the overall effectiveness of a program. The applicant must possess knowledge of techniques to protect special nuclear materials, or classified documents and information, against diversion, theft, sabotage and espionage. Applicant must have a demonstrated ability to develop reports and presentations (verbal and written).

Classified Matter Protection and Control Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as law enforcement, business administration, or security management.

Experience: Applicant must have at least 10 years of relevant commercial or government experience, including at least 6 years of relevant security-related experience. Applicant must have knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate detailed knowledge in classified document protection and control, including control and accountability of Top Secret documents, control of Secret and Confidential documents and materials, control of sensitive information, accountability systems, inventories, reproduction, shipping and receiving, control of weapons parts and classified shapes, document marking, destruction, receipt, transmittal, and interfaces with physical security and protective force operations. Applicant must have demonstrated ability to evaluate the application of a wide range of information security requirements, plans, and procedures sufficient to evaluate complex protection strategies, and applicability of policy. Applicant must have a demonstrated ability to develop reports and presentations (verbal and written).

Senior Emergency Management Evaluations Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, business administration, public health, or public policy.

Experience: Applicant must have at least 15 years of relevant commercial or government experience, including at least 10 years of relevant experience in emergency operations. Applicant must demonstrate detailed knowledge in emergency management systems, including emergency operations centers, emergency planning, emergency preparation, emergency response, hazard surveys and hazard assessments, initial response, dissemination and communication of information (including providing information to external stakeholders), emergency action levels, and interfaces between emergency management and security operations and response. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must have a demonstrated ability to develop reports and presentations (verbal and written).

Emergency Management Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, business administration, public health, or public policy.

Experience: Applicant must have at least 10 years of relevant commercial or government experience, including at least 6 years of relevant experience in emergency operations and/or security operations. Applicant must demonstrate detailed knowledge in emergency management systems, including emergency operations centers, emergency planning, emergency preparation, emergency response, hazard surveys and hazard assessments, initial response, dissemination and communication of information (including providing information to external stakeholders), emergency action levels, and interfaces between emergency management and security operations and response. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must have a demonstrated ability to develop reports and presentations (verbal and written).

Classified Document Control Specialist

Education: High school diploma and training in classified document control policies and systems.

Experience: Minimum of three years experience in performing and expediting classified document support-type tasks in a multi-person organization with an emphasis on responsiveness,

timeliness, and accuracy. Experience in classified document management, marking, receipt, destruction, transmittal, reproduction, and inventory. Applicant must have knowledge of security infraction policies and infractions, including reporting requirements. Experience in record management and operations, including computerized document management and tracking systems. Individual must possess demonstrated interpersonal communications skills, have experience in managing inter- and intra-office incoming and outgoing correspondence, and have experience in record management.

Performance Test Adversary Team Coordinator

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, business administration, or security management.

Experience: Applicant must have at least 15 years of relevant commercial or government experience, including at least 10 years of relevant security-related experience. Applicant must have working knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must possess knowledge of techniques to protect special nuclear materials, or classified documents and information, against diversion, theft, sabotage and espionage. Applicant must have experience in conduct of systems performance tests (including force-on-force testing using engagement simulation systems) and experience in coordinating efforts of an adversary team during systems performance tests. Applicant must have working knowledge of adversary tactics, weapons, and equipment.

Computer Logistics Support Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as computer science, business administration, information management, or accounting.

Experience: Minimum of five years experience in performing and expediting computer support tasks in a multi-person organization with an emphasis on responsiveness, timeliness, and accuracy. Experience in field computer support, including field deployment of computers, maintenance, software installation, and accounting and inventory of hardware and software. Knowledge of computers security requirements, including development of computer security plans and practices for field deployment in both classified and unclassified environments. Ability to interface with site personnel regarding deployment of computers in the field.

Field Administrative Coordinator

Education: High school diploma and training in classified document control policies and systems.

Experience: Minimum of 8 years experience in performing and expediting administrative support to field appraisal teams, with an emphasis on responsiveness, timeliness, and accuracy. Experience in classified document management, marking, receipt, destruction, transmittal, reproduction, and inventory. Applicant must have knowledge of security infraction policies and infractions, including reporting requirements. Individual must possess demonstrated interpersonal communications skills, have experience in managing incoming and outgoing correspondence, and have experience in record management. Demonstrated ability to interface with site personnel regarding administrative functions in the field.

Administrative Support Specialist

Education: High school diploma and training in classified document control policies and systems.

Experience: Minimum of five years experience in performing and expediting administrative, word processing, and report production support type tasks in a multi-person organization with an emphasis on responsiveness, timeliness, and accuracy. Experience in handling classified documents, including marking, destruction, and reproduction. Individual must possess demonstrated interpersonal communications skills, have experience in managing inter- and intra-office incoming and outgoing correspondence, and have experience in filing and record management. Individual must possess demonstrated interpersonal communications skills necessary to interface with Department of Energy Headquarters and field personnel. Experience in state-of-the-art software in a Local Area Network (LAN) environment, including word processing, scheduling and calendar software, graphics, spreadsheets, record management and electronic mail.

Technical Editor

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as business administration, language arts, or journalism.

Experience: Minimum of 10 years experience in performing and expediting editing and report production tasks in a multi-person organization with an emphasis on responsiveness, timeliness, and accuracy. Experience in editing technical reports, briefings, and presentations, for a variety of audiences including senior managers. Experience in handling classified documents, including marking, destruction, and reproduction. Individual must possess demonstrated interpersonal communications skills and have experience in coordinating report production, including interface with inspection personnel and word processors.

Senior Technical Advisor

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, public or business administration, or security management.

Experience: Applicant must have at least 20 years of relevant commercial or government experience, including at least 10 years of relevant experience in management of Department of Energy nuclear facilities. Applicant must demonstrate a broad knowledge of safeguards and security, cyber security programs, and emergency management programs. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicants must be able to provide a senior management perspectives to the review of safeguards and security independent oversight products.

Vulnerability Analysis Specialist

Education: Applicant must possess at least a Bachelor's degree from an accredited university or college, in such fields as one of the engineering disciplines, business administration, or security management.

Experience: Applicant must have at least 15 years of relevant commercial or government experience, including at least 10 years of relevant security-related experience. Applicant must have detailed knowledge of Department of Energy missions, sites, facilities, and organizational roles and responsibilities. Applicant must demonstrate detailed knowledge in safeguards and security vulnerability assessment techniques, site safeguards and security plans, and the interactions among various elements of a comprehensive protection program (e.g., physical security, protective force operations, material control and accountability, and personnel security). The applicant must demonstrate the ability to evaluate the application of a wide range of security requirements, plans, systems, and procedures sufficient to evaluate compliance with regulations and standards and the overall effectiveness of a program. The applicant must possess knowledge of techniques to protect special nuclear materials, or classified documents and information, against diversion, theft, sabotage and espionage. Applicant must have excellent writing skills and a demonstrated ability to develop reports and presentations (verbal and written).

***ALL PERSONNEL ARE REQUIRED TO POSSESS A DEPARTMENT OF ENERGY
"Q" SECURITY CLEARANCE TO PERFORM THE REQUIREMENTS OF THIS
CONTRACT.**